TOWN OF BLOOMFIELD
Council-Manager Government Since 1941

(Open to Bloomfield Residents ONLY)

INTERNSHIP OPPORTUNITY FOR COLLEGE STUDENTS
IN THE TOWN MANAGER’S OFFICE

Hourly Rate: $13.00
Non-benefited, Internship position

The intern will work out of the Town Manager’s Office and assist various Town Departments in developing and executing municipal strategies and managing cross-functional projects. Internship hours are flexible based on incumbent’s coursework and class schedule. Attend Town meetings as needed. Research and present recommendations to the Town Council on major projects. Internship is available for one year from the date of hire.

Duties and Responsibilities

- Orientation with all Town Departments (2-3 days in each i.e.: Police, Public Works, Finance, Human Resources, Senior Services, Leisure Services and Social & Youth Services).
- Handle cross-functional projects.
- Research and present recommendations to Town Council on major projects-culminating in a Power-point presentation.
- Attend Town Council Meetings.
- Draft Town Newsletter and Town’s Annual Report.
- Track Grant Reporting; oversee Neighborhood Assistance Act.
- Aid in drafting Town Policies (interpret and adapt policies to Town’s needs).

Minimum Qualifications

- Graduate or undergraduate college students majoring in Public Policy, Public Administration Management or Business
- Excellent verbal and written skills.
- Strong research skills; ability to prioritize and multi-task.
- Ability to work under pressure and meet strict deadlines.
- Ability to work across all levels and functions within the Town.
- Bloomfield residency is required.

Selection Process

Offer of internship is contingent upon satisfactory results on a background check, pre-internship physical, drug screening and verification of information on the employment application.

Applications

Applications may be obtained from the Department of Human Resources, 800 Bloomfield Ave., Bloomfield, CT 06002, or on our website at www.bloomfieldct.org and must be submitted along with a resume and cover letter to Human Resources. Recruitment open until position is filled. Applications are accepted ONLY by mail, fax (860-769-3505) or in person.

Town of Bloomfield is an affirmative action/equal employment opportunity employer. Minorities, women & persons with disabilities are encouraged to apply. Persons with a disability who may need this information in an alternative format or who may need accommodations during the testing procedure should contact Cindy Coville, ADA Coordinator at 860-769-3538 or at coville@bloomfieldct.org.

Post: 1/28/2020